

FORM A INSTRUCTIONS

TO COMPLETE THE FORM:

- Enter the Contract Lobbyist information including name, address, telephone and fax numbers, and e-mail address.
- Fill in the page number information. Continue the numbering from the last page of the Semi-annual Report or Form B, whichever is applicable.

Verification

Complete the verification by signing the statement and entering the date signed. When you sign, you are stating, under penalty of perjury that to the best of your knowledge the information contained herein is true and complete. **Do not alter the verification statement. Altered verification statements will not be accepted by the City Clerk's Office.**

- Submit the originally signed Notice of Termination the Semi-annual Report to the City Clerk's Office.
- **An unsigned Notice of Termination will be deemed unfiled.**